



Free Paper Shredding

Protect your identity Tustin!

In an effort to help you protect your identity, the City of Tustin is offering a free, confidential paper shredding service for Tustin residents and Tustin Water Service customers. Eligible participants will be responsible for placing their own documents directly in locked bins in the City Clerk's Office, located on the second floor of City Hall. Documents will be shredded onsite by Iron Mountain every other Monday.

Easy 3 step procedure:

1. Look to see if there is room in the shredding bins below (updated every Wednesday)
2. Bring documents to the City Clerk's Office (upstairs, inside City Hall) 300 Centennial Way, Tustin, CA 92780
3. Show residency and sign for liability. Then drop off your documents for shredding in the bins provided



Program Guidelines

- Eligible participants must bring valid photo identification and proof of City of Tustin residency or a City of Tustin water bill.
- Eligible participants may bring one storage box (approximately 10"H, 15"W, 24"D) per month.
- Boxes may contain paper documents only. No CDs/DVDs, plastic, hard drives, metal, binding clips, paper clips, etc.
- Only documents listing personal information (e.g., Date of Birth, Social Security Number, Account Information, etc.) are eligible for this free service. Please do not bring junk mail.
- Once documents are placed in the bins, they will not be able to be retrieved. Carefully check your items prior to drop off. City staff does not have keys to unlock the bins.
- Drop off hours are 7:30 a.m. – 5:30 p.m., Monday through Thursday and 8:00 a.m. – 5:00 p.m. every Friday (with the exception of holiday closures).
- Businesses are not eligible to participate.
- The City cannot predict the volume of documents that will be dropped off each day; therefore, eligible participants are strongly encouraged to visit this page to check current availability in the bins prior to visiting the City Clerk's Office.

For more information email: cityclerk@tustincal.org or call: 714-573-3027